

INITIAL RESPONSE			
Event	Action 1	Action 2	Action 3
*Injury	♦Call 911	Call 4444	*Seek first aid/CPR if needed
Fire/Smoke/Gas	Sound alarm	Evacuate	Call 911 & 4444
Fire Alarm	Evacuate	Call 4444	Check for fire & smoke during exit
Chemical Spill	Evacuate	Call 4444	Send evacuees upwind
Oil Spill	Evacuate	Call 4444	If trained, control & contain the spill
ODH Alarm	Evacuate	Call 4444	Call Crew Chief ² & Bldg. Manager
Radiation	Evacuate	Call 4444	Call Crew Chief ² & Bldg. Manager
Severe Weather	Evacuate	Evacuate, take cover per building procedures	
Bomb or other Hostile Threat	♦ Write down info	Call 4444	Evacuate, take cover
♦ Note message content, caller's # vocal characteristics, demands, instructions, etc.			
♦ If remaining in building is unsafe, evacuate and call 911/4444 from another location.			
* See other side of card for info on response to injuries and actions at the muster point.			
Calling 4444 alerts Security, who then notifies other staff per post orders.			

INJURY, ILLNESS ACTIONS

Ensure area is safe before entering (air, chemicals, electricity, temp, etc.)

Do not move victim unless life is endangered at present location.

♦ Stay with victim; have another person call 911/4444.

* Try to locate trained and willing employee(s) to provide first aid & CPR.

Have someone positioned to flag down emergency responders and someone else to clear a path from the building door to the victim.

MUSTER POINT ACTIONS

Do you need outside help? If so, has anyone called 911 & 4444?

Assign people to guard doors from a safe distance to prevent re-entry.

Try to account for everyone who was in the building.

Send evacuees to safer location if conditions require (chemical spill, rain, etc.)

If appropriate, communicate with Director's Command Staff.

AD in Charge must approve re-entry in consultation with Facilities Management.

²On-duty Crew Chief cell phone: 630-7050
 Facility Mgr., Director's Command Staff cell phone: 876-1750
 Gate Guard telephone: 269-5822
 Radiation Control Group cell phone: 876-1743